



TAMC Year-End Report **Table of Contents**

2003 Highlights.....	Page 2
Work Program Breakdown, Year End Analysis.....	Page 3
Year-End Expense Report.....	Page 11

TRANSPORTATION ASSET MANAGEMENT COUNCIL

2003 HIGHLIGHTS

The Transportation Asset Management Council had a productive and successful year. Over 90% of the Work Program was accomplished. The following list is some of the major accomplishments of the Council during 2003.

- Approved a work program for 2003 and submitted it to the State Transportation Commission.
- Published the First Annual Report as required by MCL 247.659a.
- Conducted a statewide survey of road agencies to determine the extent of agencies using a pavement management process.
- Assessed the condition of over 43,000 miles of federal-aid eligible roads.
- Conducted 10 training sessions with over 200 participants.
- Adopted a list of 6 priorities and began the process of developing a work program for 2004-06.
- Held Council meetings in Bay City, Bellaire, Escanaba, Gaylord, Grand Rapids, Lansing, and Waterford Township.
- Selected the Center for Geographic Information to serve as the data agency required by MCL 247.659a.
- Set up a cooperative partnership with Metropolitan Planning Organizations and Regional Planning Agencies to provide technical assistance to the Council as required by MCL 247.659a.
- Members participated in numerous meetings on asset management including:
 - Transportation Summit
 - 5th National Conference on Asset Management
 - SEMCOG University on Asset Management
 - County Road Association Annual Conference
 - Michigan Municipal League Summer Conference
 - Michigan Chapter of APWA Annual Conference

WORK PROGRAM BREAKDOWN **YEAR-END ANALYSIS**

1. January through February 2003

<p>➤ COUNCIL APPROVES WORK PROGRAM AND SUBMITS TO STATE TRANSPORTATION COMMISSION.</p>

Staff presented the draft work program to the Council at their January meeting. It was approved with modifications. The State Transportation Commission received it at their January meeting and approved it at their February meeting.

- During the months of January and February, the Administrative Committee will need to:
- Develop procedures, forms, and deadlines for reporting the information to the Council,
 - Establish work programs with the regional planning agencies and metropolitan planning organizations, and
 - Develop standardized graphic presentations of current condition.

1. Procedures and forms were developed and put into a "manual" for use by agencies. The forms and procedures need to be reviewed and modified during 2004.

2. Work programs were developed and signed with each regional planning agency and MPO for both 2003 and 2004.

3. No decision was made on the development of standardized graphic presentations although the topic was discussed at several committee meetings. The committees did agree to not show any maps in the Annual Report.

- Staff will review the current reporting forms filed by cities and counties regarding Act 51 activities to ascertain if it is possible to "piggy-back" Council reporting requirements with these other reports. Staff will report to the Administrative Committee in February the results of their findings.

Staff reviewed the existing reporting forms and it was found that they could not be used, at this time. This issue has recently been raised by staff of some county road commissions and Council staff will continue to review the reporting issue with the Data Management committee and revise as necessary.

- Staff will prepare a presentation on the results of the first stage of the "pilot project". The presentation will be made at the January 2003 Council meeting.

This activity was completed on time. Staff made the presentation at the January 2003 Council meeting. A presentation was also made

by staff from the Central Upper Peninsula Planning and Development agency regarding the pilot study they conducted.

- On a quarterly basis, staff will provide a budget status report to the Council. Staff is currently developing a budget tracking system. This system will include expenses, budget balances, and number of staff hours being undertaken for Council activities. The first report to the Council will be at the February 2003 meeting.

A budget tracking system has been developed and regular reports have been given to the Council.

- Staff will conduct a literature search on existing performance measures and develop a "candidate" list of measures for review and recommendation by the Strategic Analysis Committee. This activity will begin in the first quarter of 2003. The Strategic Analysis Committee will work closely with the Data Management Committee in this effort.

Staff has collected about half a dozen reports on the development of performance measures. However, no further work has been done so far.

- Staff will work with the Strategic Analysis Committee to develop investment scenarios to test in the strategic models.

Background information has been collected but no further activity has occurred on this work item.

2. March 2003

- During the first six months of 2003, the Administrative Committee will meet with the Michigan Association of Regions Board of Directors and the 3C Directors Association to develop guidelines for the assimilation of these projects and subsequent reporting methods. This will include:
 - Reviewing existing federal procedures related to the STIP/TIP process,
 - Establishing work programs with the regional planning agencies and MPOs,
 - Developing forms for reporting, and
 - Establishing review procedures and deadlines for submitting information to the Council.

Staff met on several occasions with these groups and completed this task.

- Staff will prepare a report on the results of the first stage of the "pilot project". The report will be presented at the March 2003 meeting.

This task was completed on time.

- Staff will work with the Education & Outreach Committee to develop an on-going public information program. Staff will present the program at the March Council meeting.
This task was completed. The on-going public information program included the development and maintenance of a web site; monthly reports to the State Transportation Commission; quarterly reports to stakeholders groups; and presentations to constituent groups.
- The Education and Outreach Committee, by March of 2003, will work to develop a web site and newsletter so that interested parties can have access to Council minutes, budget, proposals, activities, etc.
The web site has been developed but not the newsletter.
- Staff, working with the Administrative Council will review the regional planning agency/MPO contracts and report to the Council at their March 2003 meeting.
This task was completed and contract authorizations were issued on July 16, 2003.
- During the first two months of 2003, staff will review existing reports to determine whether the Council can simply modify these reports in order to receive the required information or whether new forms will have to be developed. Staff will work with the Administration Committee regarding this issue and present the findings at the March 2003 Council meeting. Upon a decision of the Council, the staff will add a section to the procedures manual on reporting for the **ANNUAL REPORT** and **MULTI-YEAR PROGRAM**. This information will be included in the meeting held to solicit local input.
This task was completed and a section on both reports was contained in the Procedures Manual. Feedback from various agencies has indicated that the sections are vague. Staff will work with the various committees and users to refine the reports as necessary.
- During the first quarter of 2003, staff will make a presentation to the Council on functional class principles, plans for updating, and characteristics of the current system.
The Council had a presentation on functional classification at their March 5, 2003 meeting. The presentation was given by Susan Berquist of MDOT.
- In order for training to occur prior to the collection of data beginning in August of 2003, training procedures will need to be in place by April and training will need to begin in June and July. Staff will work with Administrative Committee to develop these procedures and present it to the Council at their March meeting.

The procedures were developed but not until June.

- Staff will present the draft of the first **ANNUAL REPORT** to the Council for their review.

This task was completed and the draft was presented to the Council the week following their March meeting.

3. April 2003

- Within the first three months of 2003, staff, working with the Administrative Committee, will review and catalogue critical federal requirements relative to the asset management process and the requirements of GASB 34. Staff will report the results of their research at the April 2003 Council meeting.

This task was completed regarding the federal requirements and staff made a presentation to the committee on time. The information on GASB has been collected but not reported.

- Staff will work with the Data Management Committee to develop a survey to determine what methods of condition assessment are being used by the various road agencies. Results of the survey will be presented at the April 2003 TAMC meeting.

This task was completed and the results of the survey were presented at the April and May meetings.

- Staff will continue to work with the Data Management Committee to determine the level of data that will be necessary to carry out the Council's legislative responsibilities. The results of this activity will be reported at the April 2003 TAMC meeting.

The issue of what data the Council needs has been an on-going one.

- Staff will work with the Data Management Committee to develop reporting and collection standards and will prepare a document for dissemination to Council constituents for input. The draft document will be available by April.

This task has not been completed but it has been listed as one of the work items in the contract with the Center for Geographic Information.

- The Education and Outreach Committee, working through the regional planning agencies/MPOs, will, during the spring of 2003, hold a series of meetings around the state to explain the requirements of Act 499 and the procedures being developed by the Council.

This task was completed during the training sessions conducted during July and August.

- Staff will work with the Administrative Committee, the Board of Directors of the Michigan Association of Regions and the 3C Directors Association to develop the specific activities, which will be undertaken by the regional planning agencies and MPOs. A recommendation to the Council will be made at the April 2003 meeting.

These meetings were held and the work authorizations were executed in July.

- **ANNUAL REPORT** must be approved by the Council to meet the May 2nd legislative requirement.

The Council approved the ANNUAL REPORT at their April meeting.

4. May 2003

- During the first half of 2003, staff will work with the Data Management Committee to develop a "procedures" manual to cover the areas of data collection, data accuracy, data storage, data reporting and analysis. Staff will present a draft to the Council at their May meeting. Upon receiving the go-ahead from the Council, staff will, with the cooperation and coordination from the regional planning agencies and MPOs hold a series of meetings with local road agencies and MDOT staff to solicit their input. A final document will be prepared and presented to the Council at their July meeting. Upon approval, this document will be distributed to all road agencies and regional planning agencies and MPOs.

The outline for the "Procedures Manual" was approved at the June Council meeting. The Council did not meet in July so the Data Management and Strategic Analysis committees met to review the completed document. Meetings with agencies were not held prior to the document being disseminated for use. The timeframe between the approval and use for the manual did not allow for regional review.

- Staff will work with the Data Management Committee to develop reporting and collection standards and will prepare a document for dissemination to Council constituents for input. The final document will be presented to the TAMC at their May 2003 meeting.

The task was not completed but is scheduled as a work item in the contract with the Center for Geographic Information.

- Upon completion of the survey of local road methods, staff will work with the Data Management Committee and present to the Council a recommendation for

both the condition assessment method and the platform by the May 2003 Council meeting.

This task was completed with the selection of PASER by the Council.

➤ ANNUAL REPORT MUST BE SUBMITTED TO THE LEGISLATURE AND STATE TRANSPORTATION COMMISSION.
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The Annual Report was submitted to the Legislature and State Transportation Commission on April 15th.

5. June 2003

- Training for the data collection process should begin.

Training began in July.

- Staff will also produce forms for keeping track of the costs of collecting the condition data. Each group collecting the data will be expected to keep accurate cost data and submit reports to the Executive Secretary on a regularly scheduled basis. Staff will work with the Administrative Committee to develop this process and include it in the procedures manual before the collection of data begins in August of 2003.

This task was completed. Daily logs and procedures were included in the Procedures Manual.

6. July 2003

- By July of each year the Council must approve a draft budget and submit it to the State Transportation Commission for approval.

Staff prepared a draft budget for FY05. The Council did not meet in July. The draft budget was approved at the August Council meeting.

- Training for the data collection process continues, as needed.

Training continued throughout the month of July.

- During the first four months of 2003, staff will work with the Administration Committee to develop a "procedures" manual to cover the areas of data collection, data accuracy, data storage, data reporting and analysis. A final document will be prepared and presented to the Council at their July meeting. Upon approval, this document will be distributed to all road agencies and regional planning agencies and MPOs.

The "Procedures Manual" was developed and presented to regional planning agencies and MPOs during the training

sessions. It was subsequently put on the web site for all agencies to use as needed.

7. August 2003

- Collection of road condition data begins.

The collection of road condition began in August as planned.

- Projects for the **MULTI-YEAR PROGRAM** should be reported to the regional planning agencies and MPOs. Upon completion of the lists, they need to be sent to the TAMC for inclusion in the **MULTI-YEAR PROGRAM**.

Regional planning agencies and MPOs were notified at the training sessions to begin collecting information for the Multi-Year program.

8. September 2003

- Staff will present the **MULTI-YEAR PROGRAM** to the Council.

Not all of the agencies had reported information due to the delay in passing a funding bill by Congress. This product has not yet been officially presented to the Council. All agencies have reported but the data is not complete.

9. October 2003

- The Strategic Analysis Committee should begin working with groups of engineers from various road agencies throughout the state to develop "Michigan-specific" deterioration rates of specific fixes. This activity should begin during 2003 and continue for future years as it often takes many years to determine the rate of deterioration.

No activity has been done on this task.

- **COUNCIL PUBLISHES FIRST MULTI-YEAR PROGRAM.**

The Council has not yet officially published the program. There are numerous errors and holes in the data, as submitted that need to be corrected prior to any release.

10. November 2003

11. December 2003

- The Council has established a Strategic Analysis Committee. This Committee should review and test the various models, and others that may be developed or available, and make a recommendation to the Council by the end of 2003. They

will need to work closely with the Data Management Committee to ensure that the Council is collecting the data necessary to input into the models.

The committee has met on several occasions to discuss the various elements that need to be in the model. Staff is planning on testing models at the beginning of 2004.

- Staff will work through the regional planning agencies/MPOs to review the data collection process. At the January 2004 meeting, staff will make a report to the Council regarding the results of the post-collection review.

This review is expected to take place in February of 2004.

FINAL YEAR-END EXPENSE REPORT
Updated March, 2004

The following report shows the expenditures incurred by the Transportation Asset Management Council during calendar year 2003. This report is required by MCL 247.659a(9). The information is based upon the Michigan Department of Transportation's WEBFANCY financial tracking system. The figures represent expenditures through December 31, 2003.

The Council had expenditures of \$529,192.98 during the year. This included the following:

FY03:	\$172,181.47
FY04:	123,469.19
Pending:	<u>233,542.32</u>
Total:	\$529,192.98

The expenditures can be further broken down as follows:

Travel/Meals/Mileage:	\$	4,194.15
Meetings:		4,403.34
Supplies:		869.02
Subscriptions:		5,119.00
Vehicles:		6,210.16
Data Collection (to date):		274,996.49
Data Collection (pending):		233,542.32
Adjustment:		<u>-141.50</u>
Total:		\$529,192.98

It should be noted that the billings that have been submitted by the regional planning agencies and MPOs do not, in some instances, break out their charges for specific activities of data collection, training, or reporting. Even with more than one activity being lumped together the costs for data collection are, at this time, substantially below the projections.

MDOT: Estimated	\$230,000
Actual	\$117,491
Regions/Locals: Estimated	\$470,000
Actual	\$391,048
Total: Estimated	\$700,000
Actual	\$508,539

It should also be noted that the expenses do not include costs for the laptop computers. The computers were purchased through the Michigan Department of Information Technology and they were provided with the coding for the Council. Rather than charge them to the Council they included the costs in one large purchase order for MDOT.